

~~CONFIDENTIAL~~

Report For Week Ending 4 February 1958
From
Records Center

During the week the following accessions were made:

OO	44 Cu. Ft.
COMPT	4 " "
PERS	3 " "
OL	3 " "
OSI	1 " "
OCR	26 " "
Sub-Total:	<hr/> 81 Cu. Ft.
Finished Intelligence	82 " "
Total:	<hr/> 163 Cu. Ft.

Map Negatives	1,131 Cu. Ft.
Records Holdings	25,718 " "
Distribution Material Holdings	10,955 " "
Total:	<hr/> 37,804 Cu. Ft.

Distribution Material Disposed of at Center	41 Cu. Ft.
Distribution Material Transferred from Center	45 " "
Records Disposed of at Center	55 " "
Records Transferred from Center	0 " "
Total:	<hr/> 141 Cu. Ft.

Accessioning

The Center has been receiving a large number of returns of finished intelligence material. However, 75 per cent of this material is being destroyed in accordance to stock levels.

Arrangements have been made with Printing Service Division/Distribution Section, whereby initial copies of finished intelligence will be forwarded to the Center on a daily basis. Prior to this time it was held and picked up weekly by the [REDACTED] truck.

Reference

The suspense file on archival records has been set up, however, there has been no activity at this time.

The inventorying of medical folders is continuing and is 65 per cent complete.

Disposal

There is 219 cubic feet of material in the disposal area awaiting destruction.

[REDACTED]